

PLANNING AND REPORTING REQUIREMENTS: TRIBAL COLLEGES ENDOWMENT FUNDS¹

Planning Document (1-2 pages) (see following form)

Include:

- description of how the funds will be used;
- justification of how expenditure supports institution's Land-Grant mission;
- time line for work completion;
- budget = announced FY06 distribution + any carryover monies for your institution;
- key personnel involved in performing the work.

This is a change from previous instructions in which the Tribal Colleges were asked to submit planning documents based on the next year's distribution. This new process will allow the Tribal Colleges to develop plans based on the announced Endowment awards.

Annual Technical/Progress Report

Include:

- Institution's name;
- Reporting person's name;
- One paragraph identifying accomplishments;
- List of known objectives still to be met;
- Photographs, if available, to help tell the story of your accomplishments.

Financial Status Report (SF-269)

- Blank SF-269 forms can be downloaded from
http://www.whitehouse.gov/omb/grants/grants_forms.html
- Complete the report per instructions on back of the SF-269.

Submit Planning Document and Annual Technical/Progress Report to: Dr. P.S. Benepal USDA/CSREES/Multicultural Alliances STOP 2250 1400 Independence Ave., SW Washington, DC 20250-2250 Due by September 30, 2006	Submit Financial Status Report (Standard Form 269) to: Funds Management Section Office of Extramural Programs CSREES, USDA STOP 2298 1400 Independence Ave., SW Washington, DC 20250-2298 Due by December 31, 2006
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¹The reports are necessary for CSREES to carry out its oversight and accountability responsibilities and to keep Congress informed of progress and accomplishments being made using the Endowment funds.

Planning Document for Endowment Funds

(Attach additional pages as needed)

Institution: _____

Authorized Organization Representative

_____(Typed/Printed Name): _____ Telephone _____
Signature: _____ FAX _____
E-mail _____

Name of Key Personnel

1. _____
2. _____
etc.

Description of How Endowment Funds Will Be Used:

Justification

Time-line for Completion

Budget²: Announced Distribution _____
Carryover From Previous Award Years + _____
Total Available Funds = _____

Project Activity	Percentage of Available Funds
_____	_____
_____	_____
_____	_____
_____	_____
Total Percentage = _____	

Note: Total percentage must equal 100%. If funds are being saved for future use, note that as a Project Activity.

Institutions that plan to use their Endowment Funds for new construction should submit their plans to Dr. P.S. Benepal (CSREES/Multicultural Alliances, STOP 2250, 1400 Independence Ave., SW, Washington, DC 20250-2250) for approval. Specific guidelines will be provided as

²Budget information for the Planning Document is needed for internal/external auditing requirements. To allow flexibility in the Planning Document, percentages are allowable. For example, one might report 40% in your budget for salary and fringe benefits and report 60% for equipment and supplies necessary to carry out the project. Exact amounts should be included in the annual Financial Status Report.

part of the process.

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE
LETTER OF AUTHORIZATION FORMULA PROGRAMS
PRIMARY CONTACT PERSON FORM**

INSTITUTION: _____

FORMULA PROGRAM: Endowment Interest Formula Fund

1994 PRESIDENT:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

PRIMARY CONTACT PERSON:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Please fax back to the attention of :

Arnita Cross

202-401-3481